

CCTV Policy

Pastoral Introduction for Our Church Community

At Penrith Church of Christ, we want every person who walks through our doors to feel welcomed, safe, and cared for. Our church is a place where people gather to worship, serve, learn, and grow together - and part of stewarding that gift is ensuring our facilities remain secure for all who use them.

As our ministries continue to expand and as we prepare for future growth at Coombes Drive, we are taking practical steps to strengthen the safety of our buildings and the wellbeing of our congregation, volunteers, and visitors. One of these steps is the installation of CCTV in key areas around our property.

This policy has been created to explain clearly and openly how CCTV is used, why it is in place, and how we protect the privacy and dignity of everyone who attends our church. Our aim is simple: to provide a safe environment where ministry can flourish and where people can participate with confidence.

Thank you for your understanding, trust, and partnership as we continue to build a church community marked by care, transparency, and wise stewardship.

1. Purpose of This Policy

Penrith Church of Christ uses Closed-Circuit Television (CCTV) to enhance the safety, security, and wellbeing of our congregation, visitors, volunteers, staff, and property. CCTV supports our commitment to providing a safe environment for worship, community activities, and ministry operations.

The purpose of this policy is to:

- Outline how CCTV is used and managed.
- Ensure compliance with NSW privacy and surveillance laws.
- Provide clarity and transparency to all who attend or use our facilities.

2. Scope

This policy applies to:

- All CCTV cameras installed at Penrith Church of Christ facilities, including Coombes Drive.
- All staff, volunteers, contractors, and visitors.
- All recorded footage and associated data.

3. CCTV Locations

CCTV cameras may be installed in:

- External areas (car parks, entrances, pathways).
- Internal common areas (foyers, hallways, multi-purpose rooms).
- High-risk areas (equipment storage, offices with sensitive assets).

Cameras will not be installed in private or sensitive areas such as:

- Bathrooms
- Parent rooms
- Counselling or pastoral care spaces
- Any area where a reasonable expectation of privacy exists

A site map of camera locations will be maintained by the church's Operations Team.

4. Purpose of CCTV Use

CCTV is used for:

- Deterring and investigating theft, vandalism, or property damage.
- Supporting safety during events and gatherings.
- Monitoring unauthorised access outside operating hours.
- Assisting in incident review (e.g., accidents, safety concerns).
- Supporting emergency response if required.

CCTV is not used for:

- General monitoring of staff or volunteers.
- Evaluating ministry performance.
- Any purpose unrelated to safety or security.
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5. Signage and Notification

Signage may be displayed at entry points and other relevant locations to inform people that CCTV is in operation.

The CCTV policy will be available:

- On the church website
- Upon request from the church office

6. Data Storage and Retention

- Footage is stored securely in accordance with NSW privacy requirements.
- Access is restricted to authorised personnel only (see Section 7).
- Footage is retained for 30–90 days, depending on storage capacity and system configuration.
- Footage may be retained longer if:
 - Required for an active investigation
 - Requested by police
 - Needed for insurance or legal purposes

7. Access to Footage

Access to CCTV footage is strictly limited to:

- Penrith Church of Christ Pastor
- Penrith Church of Christ IT Team Lead
- Creating Safe Spaces Lead (for Incident Investigation Upon Request)
- Penrith Church of Christ Elders (Upon Request)

Access may be granted to:

- NSW Police, upon formal request
- Insurance providers, where relevant

All access is logged and documented.

8. Use and Disclosure of Footage

Footage may be used or disclosed:

- To investigate incidents occurring on church property
- To assist law enforcement
- For insurance claims
- To support internal safety reviews

Footage will not be:

- Shared publicly
- Posted on social media
- Used for disciplinary action unless directly related to safety or security

9. Privacy and Compliance

Penrith Church of Christ complies with:

- NSW Surveillance Devices Act 2007
- Privacy and Personal Information Protection Act 1998 (NSW)

All handling of CCTV footage will follow privacy principles including:

- Secure storage
- Limited access
- Purpose-specific use
- Timely disposal

10. Security and System Management

- CCTV systems will be maintained by authorised technicians.
- Passwords and access credentials will be stored securely.
- Regular audits will be conducted to ensure compliance and system integrity.
- Any malfunction or suspected breach must be reported immediately to the Operations Lead.

11. Incident Reporting

If an incident occurs:

1. A written incident report must be completed.
2. Authorised personnel may review relevant footage.
3. Findings may be shared with police or insurers if required.
4. A summary may be provided to the Leadership Team.

12. Requests for Access by Individuals

Individuals may request access to footage involving themselves. Requests must:

- Be submitted in writing
- Include the date, time, and nature of the incident

Access will be granted only when:

- It does not compromise the privacy of others
- It does not interfere with an investigation
- It is reasonable and lawful to do so

13. Policy Review

This policy will be reviewed every two years, or sooner if:

- Legislation changes
- New CCTV systems are installed
- Significant incidents occur

14. Contact

The Church may amend this Policy from time to time by having the amended version available at the information counters at the Church or on our website at <https://cofcpenrith.org>. We suggest that you visit our website regularly to keep up to date with any changes.

For questions about this policy, contact **Penrith Church of Christ** Leadership or person/role by filling out the **contact form**, by Email: office@cofcpenrith.org, calling Ph: **0404 358 254** or writing to **Penrith Church of Christ, Unit 7, 28 Coombes Drive, Penrith, NSW 2750**